**COMMITTEE NAME:** FACULTY SENATE  
**INTERIM EXECUTIVE COMMITTEE MINUTES**

**DATE/TIME/LOCATION OF MEETING:**  
21 December, 2006 11:30 – 12:15 PM ACB-260G

**CALLED TO ORDER BY:** Drs. Lorenz Lutherer and Yondell Masten  
**TIME:** 11:35 AM

**ATTENDEES**  
Dr. Everardo Cobos; Dr. Melinda Jones; Dr. Lorenz Lutherer; Dr. Yondell Masten; Dr. Thomas McGovern; Dr. Barbara Sawyer; Dr. Dawndra Scott; Dr. Charles Seifert

**ABSENT**  
Dr. Tori Gustafson; Dr. Barbara Johnston

**ADDITIONAL HANDOUTS**  
- Faculty Senate Constitution and Bylaws Draft

**APPROVAL OF MINUTES**

None (first meeting)

**OLD BUSINESS**

**AGENDA ITEM:**

A. None (first meeting of all School representatives of the Faculty Senate Interim Executive Committee)

**NEW BUSINESS**

**AGENDA ITEM:**

A. Call to Order
   - Meeting was called to order at 11:35 AM.

B. Introductions were made as follows:
   - Dr. Everardo Cobos (SOM)
   - Dr. Melinda Jones (SON)
   - Dr. Lorenz Lutherer (SOM)
   - Dr. Yondell Masten (SON)
   - Dr. Thomas McGovern (SOM)
   - Dr. Barbara Sawyer (SOAHS)
   - Dr. Dawndra Scott (SOAHS)
   - Dr. Charles Seifert (SOP)

C. Overview of Senate Constitution and Bylaws Draft
   - A brief history of and the rationale for development of a Faculty Senate for TTUHSC was presented.
   - The steps in the development and refinement of the current draft of the Senate Constitution and Bylaws, including input by administrators and faculty were summarized.
   - A report was given regarding a meeting with the Interim Faculty Senate Executive Committee and TTUHSC President Dr. Bernhard Mittemeyer to endorse the ad hoc status of this committee. Dr. Mittemeyer agreed to the status of the committee.
   - A brief discussion of potential steps for approval of the Senate Constitution and Bylaws occurred but no actions were taken.
   - Changes to the draft Constitution and Bylaws were discussed and consisted of:
     - including Assistant Professors as Officers of Executive Committee
     - limiting Executive Committee representation of the Graduate School of Biomedical Sciences to one individual as this is a component of the School of Medicine

**PRESENTER:**

- Drs. Lutherer and Masten

- Members

- Drs. Lutherer, McGovern, Masten, Seifert; Members
o adopting the Constitution and Bylaws by the end of the spring 2007 semester
  o editing grammar.
All proposed changes are to be submitted to Dr. Lutherer prior at the next meeting of the Executive Committee.

D. Next Steps
- Monthly meetings of the Executive Committee were discussed and agreement to hold monthly meetings was approved by unanimous consensus.
- Tentative thoughts about ratification of the Constitution and Bylaws were addressed with no actions taken. Dialogue regarding a General Faculty Meeting to be held at the middle or end of April to ratify these documents was initiated.
- The process for selection of two additional Executive Committee members representing the SOP was briefly discussed with no actions taken.

E. Other
- Selection of the date for a January meeting of the Interim Executive Committee was set for January 12th at 4:00 p.m. The time was eventually changed to 12 noon. All representatives were encouraged to attend this meeting.
- Selection of Officers of the Interim Faculty Senate Executive Committee will occur at the next meeting.

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<thead>
<tr>
<th>Action Items</th>
<th>Person Responsible</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>A. Next Steps</td>
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<tr>
<td>• Review of the Constitution and Bylaws Draft</td>
<td>Executive Committee</td>
<td>January 12, 2007</td>
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<td>prior to next meeting</td>
<td>Members</td>
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<tr>
<td>• Submission of proposed changes to Dr. Lutherer</td>
<td>Members</td>
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ADJOURNMENT          TIME: 12:15 PM          Acting Recorder: Dr. Sawyer

BS
1/22/07